



# CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

October 2017

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## Performance Measures

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### Police Calls and Service Times

\* NOTE: Calls for Service listed here, separate frequent checks from all other calls for service. There are 4,622 frequent checks to date for 2017.

Month	2014	2015	2016	2017	Average Emergency Response Time	PI Accident Response	Armed Subject/ Response	Shots Fired/ Response
January	2894	2571	2673	2748 + 723 fc	1:27 Minutes			
February	2714	2422	2585	2336 + 421 fc	2:11 Minutes			
March	2885	2714	2884	3557 + 504 fc	1:56 Minutes			
April	3005	2808	2925	2736 + 462 fc	1:45 Minutes			
May	3197	2961	3089	3050 + 609 fc	2:05 Minutes			
June	3161	3059	3096 +630 fc	3067 + 706 fc	1:45 Minutes			
July	3515	3076	2945 +495 fc	3370 + 328 fc	2:15 Minutes			
August	3280	3064	2824 +209 fc	3081 + 251 fc	2:04 Minutes	12 = 1:52	5 = 2:07	20 = 2:13
September	3129	2892	2689 +404 fc	2926 + 316 fc	1:55 Minutes	15 = 1:20	9 = 2:24	8 = 2:01
October	3158	2805	2813 +615 fc	3142 + 302 fc	2:27 Minutes	19 = 3:17	3 = 2:49	10 = 1:17
November	2763	2871	2502 +616 fc					
December	2551	2512	2579 + 608 fc					
Totals	36252	33,755	28,523	34,635 (30,013w/o fc)				
Avg Per Day	98.5	92.4	93.8 cfs	113.9/ CFS Day				

### Crime

Crime Summary: UCR Report:

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg-Res	Burg-Com	Larceny	MV Theft	Total
Oct 17	0	0	1	3	7	1	9	81	8	110
Oct 16	0	0	7	2	15	18	1	58	7	108
Diff +/-	0	0	-6	+1	-8	-17	+8	+23	+1	+2
Diff % +/-	0.00%	0.00%	-85.71	+33.33	-53.33	-94.44	800.00	39.66	14.28	1.85
				Monthly	Total				Monthly	Total
Violent Crime Diff +/-				-13	-54.17%	Property Crime Diff+/-			+15	+15.15

#### Crime Summary: UCR Report YTD:

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg-Res	Burg-Com	Larceny	MV Theft	Total
2017	4	12	18	23	79	68	18	535	26	794

#### Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- FY18 paving total – 0.77 miles (July 1, 2017 through October 2017)

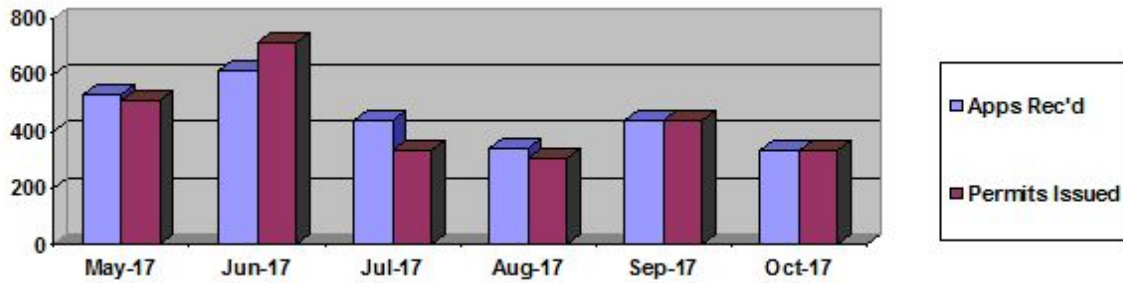
#### Diversion Rate of Solid Waste from Disposal at a Landfill

- October diversion rate – 39.7%
- 12-month (November 2016 – October 2017) diversion rate – 41.4%

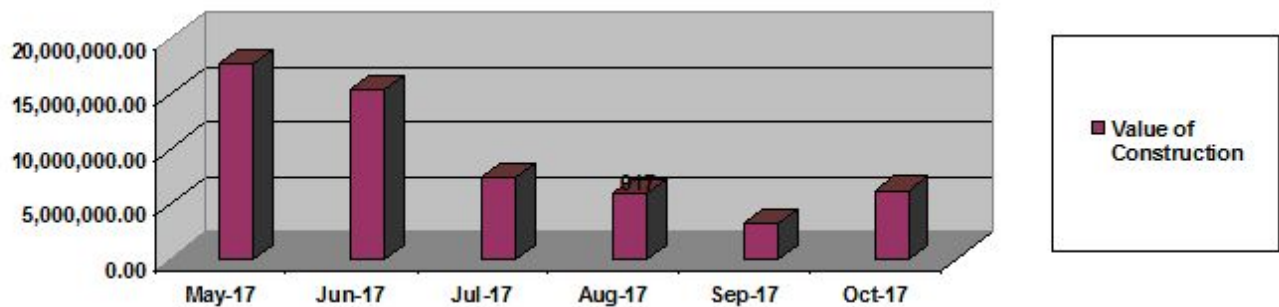
#### Water Quality Testing Results

- There were no water quality issues with the October 2017 water samples.
- There have been no water quality issues with water samples taken in 2017.

**Permits - 331 permit applications were received. 330 permits were issued.**



**Value of Private Construction - \$6,183,721.09**



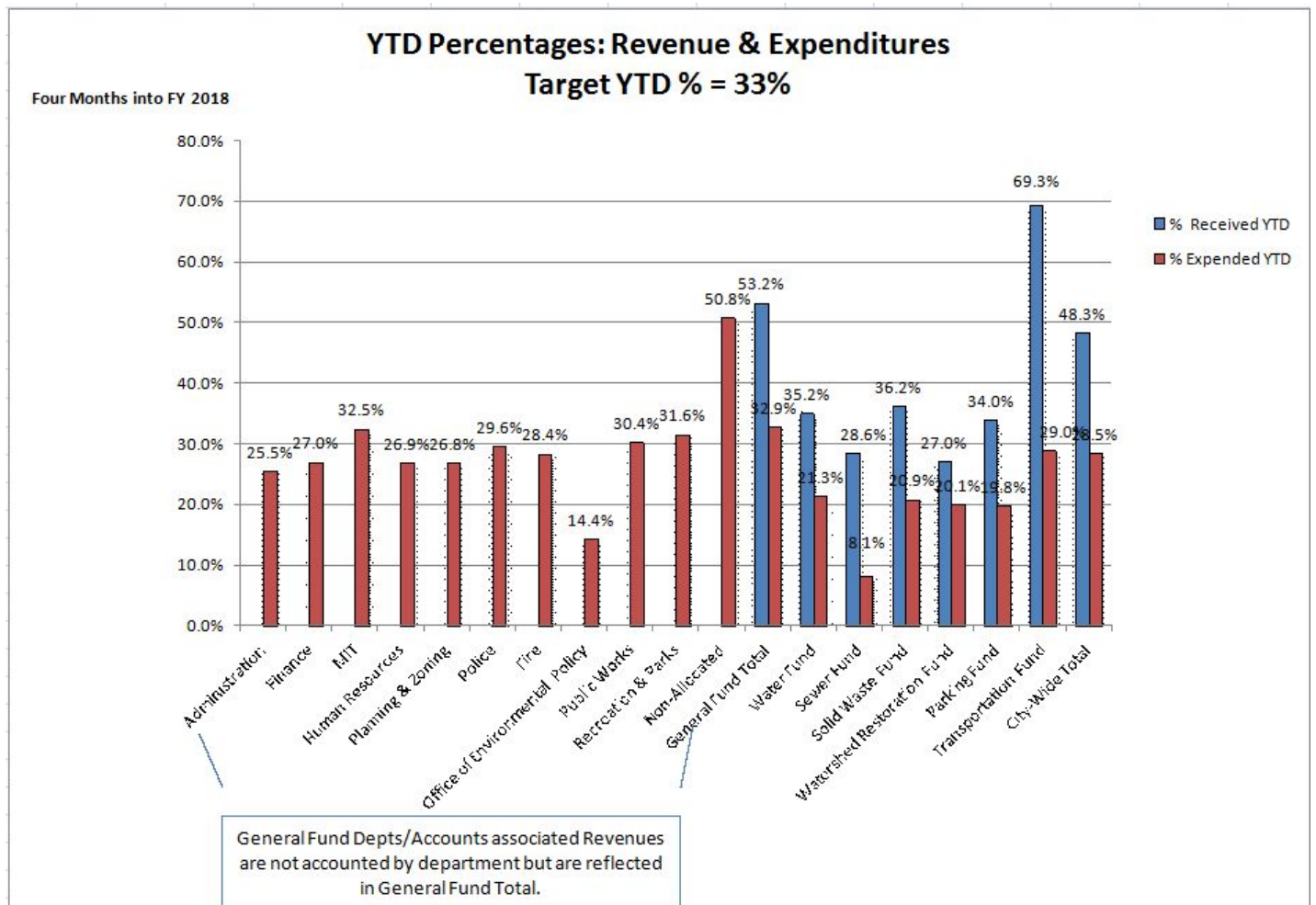
**Private Construction Inspections Performed:**

- 964 Building and Trade Inspections
- 158 Code Enforcement Inspections
- 16 Use/Life Safety Inspections
- 348 Property Maintenance (Also, 216 units at Spa Rd Apts and re-inspections of Annapolis Gardens)

## Budget Status

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YTD Percentages: Revenue & Expenditures						
October 2017; YTD Target %: 33%						
	Revenues	% Received YTD	Budget	Expenditures	% Expended YTD	Budget
Administration				684,838	25.5%	2,688,347
Finance				691,076	27.0%	2,556,986
MIT				586,293	32.5%	1,804,513
Human Resources				209,552	26.9%	778,568
Planning & Zoning				1,016,026	26.8%	3,787,409
Police				5,544,823	29.6%	18,733,702
Fire				4,866,789	28.4%	17,153,989
Office of Environmental Policy				64,872	14.4%	451,912
Public Works				2,458,832	30.4%	8,090,315
Recreation & Parks				1,503,791	31.6%	4,762,512
Non-Allocated				6,774,656	50.8%	13,333,270
General Fund Total	39,659,661	53.2%	74,487,718	24,401,549	32.9%	74,141,524
Water Fund	2,723,261	35.2%	7,743,600	1,652,119	21.3%	7,739,676
Sewer Fund	2,489,295	28.6%	8,709,000	704,723	8.1%	8,692,706
Solid Waste Fund	772,945	36.2%	2,133,400	544,315	20.9%	2,609,477
Watershed Restoration Fund	405,509	27.0%	1,500,000	243,067	20.1%	1,209,899
Parking Fund	2,664,163	34.0%	7,841,000	1,546,522	19.8%	7,799,573
Transportation Fund	2,615,657	69.3%	3,774,568	1,318,743	29.0%	4,545,652
City-Wide Total	\$ 51,330,491	48.3%	106,189,286	30,411,039	28.5%	106,738,506



## Central Purchasing

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### Current Procurements

**RFQ 17-07 – Design-Build-Operate-Maintain for Water Services for Water Quality Management Best Management Practices**

- Awarded to GreenVest. Agreement in process.

**RFP 17-21 – Lease of the Market House**

- Competitive negotiations with 2 firms on-going, as directed by City Council.

**RFP 18-03 – Consultant Services – Traffic Engineering – On Call**

- 5 firms short listed. Agreements in process.

**RFI 18-04 – Temporary Flood Barriers**

- 8 Responses received. Information is under review.

### Completed Procurements

**RFP 14-14 DPW Maintenance Facilities – Design/Build Services**

- Awarded to Gardiner & Gardiner. Design/pricing under review. Demolition underway.

**RFP 15-12 Annapolis Renewable Energy Park**

- Awarded to BQ Energy. Project scheduled for Spring 2018 completion.

**RFP 15-23 – Upper West Street Sector Study**

- Awarded to AECOM. Study completed. City Council presentation pending.

**RFP 16-06 – Energy Performance Contracting**

- Awarded to Honeywell International. Project scheduled for February 2018 completion.

**RFP 17-03 – Construction Services – Stanton Center Floor Replacement**

- Awarded to L & R Floors. Project scheduled for November 2017 completion.

**RFQ 17-16 – Design-Build Services – Water Main and Waste Water Projects**

- Prequalified list of bidders developed. Project bid packages being drafted.

**IFB 17-17 – Bywater Park Improvements**

- Awarded to Avid Services. Project scheduled for November completion.

**RFP 17-12 – Forest Drive Sector Study**

- Awarded to The Faux Group. Project scheduled for February 2018 completion.

## **RFP 17-14 Stormwater and Flood Mitigation Design**

- Awarded to AECOM. Detailed design/construction documents scheduled for November 2018 completion.

## **Pending Procurements**

### **IFB 18-05 – City Dock Boardwalk Replacement**

- Draft in progress. Anticipated release TBD.

### **IFB 18-06 – Tennis Court Renovations**

- Draft in progress. Anticipated release TBD.

### **IFB 18-07 – PMRC Ballfield Improvements**

- Draft in progress. Anticipated release TBD.

### **RFQ 18-08 – Truxtun Park Pool Replacement**

- Draft in progress. Anticipated release TBD.

## **Capital Projects**

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### **Pump Station Replacement/Rehabilitation**

Whiton Court PS Wetwell Rehab – Work continues on the RFP to procure a design/build entity for the upgrade to the pump station.

### **Sewer Rehabilitation and Water Distribution**

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation (72006) – Closed circuit televising (CCTV) is complete. Work to make point repairs ahead of the CIPP work is currently being scheduled. For the new Shiley Street force main, test pits have been completed. The contractor is expected to begin installing the force main in early November. USNA Flowmeter (72006) – The City has returned comments to the consultant for the 80 percent design drawing/specifications submittal for a new flume. Buried Asset Evaluation (72006 & 71003) – The comprehensive data update to the water and sewer models is nearly complete. Data update to iWorQ is to be scheduled. The GHD final draft of the Comprehensive Assessment Plan has been received and review is underway. The GHD final draft of the 10-year water and sewer plan and the final draft software review report are expected soon. Water Meter Purchases (71003) – Comprehensive radio-read meter purchase and installation continues and prioritization of large meter replacement is ongoing - rehabs and replacements by Utilities initiated. Chesapeake Avenue Water Main Replacement (71003) – Project has been closed out and final payment has been made.

### **Water Tank Rehabilitation**



Bidding and construction of the Jefferson Tank rehabilitation project is on hold until FY18 capital funding is available.

### **New Water Treatment Plant (WTP)**

WTP Design/Build (D/B) – Demolition of the filter building addition is complete except installation of windows in openings. Work is nearly complete on the Control/Administrative/Maintenance Building and the washwater facilities, and is ongoing for piping and electrical connections, site work and other ancillary facilities.

### **City Dock Bulkhead Replacement, Phase 2**

The stormwater management (SWM) design and construction remains to be completed. Coordinating with proposed repairs to the Truxtun Park tennis courts adjacent to the proposed stormwater management (SWM) site. Development of 110 Compromise is ongoing. Construction of the electrical room to house the City Dock electrical panels that are currently located in the Donner parking lot is underway. A lease agreement for use of the electrical room within 110 Compromise was negotiated. De-energizing and relocation of the electric panels will occur once lease agreement is executed. The power outage will likely take 8 – 10 weeks including system hook up and re-energizing by BGE. Preparing RFP for replacement of boardwalk timbers from Phase 1 Bulkhead Replacement. Coordinating with previous design engineer and contractor. Project anticipated to take place in January/February after the holiday season.

### **Landfill Gas Mitigation**

DPW continues to negotiate with MDE on the Draft Agreement. Consensus is building on a clear course of action for site mitigation. Sampling work continues for semi-annual monitoring events.

### **Stormwater Management – City Dock Tidal Flood Mitigation**

The final FEMA grant application was submitted in April 2017; no feedback has been received to date. The \$3.5M grant, if received, will be used for the construction of the flood mitigation project. AECOM, the City's design consultant, are under contract to take the stormwater and flood mitigation concept design through final bid documents.

### **Maintenance Facilities**

Demolition permit is in hand and demo is underway. The design team is working on finalizing the last of the drawings for the contract set. Meeting to be scheduled in November to review pricing for the construction contract.

### **Road Resurfacing**

FY18 work is underway on Westwick Court, Fair Hill Court, Chelsea Court, Dorset Court, Beacon Court, Ashford Court, and Burnham Wood Court. Hunt Meadows HOA will complete paving in these areas. Paving has been completed on Water Street, Larkin Street, and City Gate Lane. Clay Street and Pleasant Street paving continues. Milling has been completed on Chesapeake and the 800 block of Chester Avenue.

## **Main Street Reconstruction**

Preliminary design work has been completed. The construction is being planned to start in January 2018 with the installation of sprinkler connections, with the roadwork beginning in April 2018 and complete at the end of September 2018. An inventory of buildings with sprinkler system connections indicates that approximately 50 buildings do not have sprinkler connections. The estimated cost to install connections for these locations as part of the Main Street project is in excess of \$1,000,000. The HPC public hearing for the project was held in September and HPC has issued its approval. Final Construction Drawing have been received for the roadway portion.

## **Cornhill Street Sidewalks**

Construction has started. Expect to be completed early January 2018.

## **Wayfinding Sign Program**

All replacement signs installed by City crews are complete. Two signs need to be re-fabricated. One sign was stolen and one sign has message errors. Phase 2, Vehicular Wayfinding Signs, is beginning. Merje, the pedestrian sign design firm, has been given notice to proceed with the preparation of the Design Intent Drawings & Specifications (Bid Package).

## **Truxtun Park Ballfield Grading**

The expanded scope of work requires a Soil Conservation District grading permit.

## **Bywater Park Development**

The Contractor has stabilized the jobsite and begun to remove erosion and sediment control measures. Contractor work will be completed by mid-November. Playground equipment has been selected. Installation is anticipated in December 2017.

## **Personnel Update**

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### **New Hires**

**Law:**

Contractual Attorney

**Police:**

Police Officer

**Fire:**

Office Associate III

**Promotions/Internal Vacancies Filled****Fire:**

Firefighter 1/C

**Law Office Report****Open Litigation**

Case Name	Dept	Comments
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; oral arguments 5/5/17; CSA affirmed Circuit Court decision. Appellant filed a Motion for Reconsideration, which is pending.
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR (L53-15)	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery completed; City's Motion for Summary Judgment denied; additional discovery pending
City v. Neal, et al. (195 Clay Street violations) A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; Answers filed; trial postponed again to 12/7/17
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (L46-14)	DNEP	Complaint filed; 78 municipal citations total; trial date pending; City filed Petitions for Contempt; 6/22/17 hearing resulted in Defendants being required to file for City permits/approvals and report back to Court on 9/14/17; agreement placed on record in Court
Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN (L29-16)	APD	Complaint and Answer filed; discovery completed; City filed Motion for Summary Judgment; hearing pending

Thomas – PJR A.A. Circuit Court Case No. C-02-CV-16-002097 (L32-16)	APD	Appeal of Police Safety Disability & Retirement Board decision affirming HR director's decision to deny disability retirement application; Court ruling pending
Walters – PJR A.A. Circuit Court Case No. C-02-CV-16-002203 (L42-16)	R&P	Appeal of a Civil Service Board ruling affirming City's decision to terminate; Circuit Court affirmed CSB ruling; appeal noted to Court of Special Appeals; briefs pending
CDM Smith/Haskell v. COA U.S. District Court of Maryland, Case No. 1:16-CV-02621 (L44-16)	PW	Plaintiff filed Amended Complaint; City filed Answer; Breach of Contract lawsuit brought against City re: new Water Treatment Plant construction; discovery ongoing
COA v. Paul & Julie Christian (4 Shipwright Street) A.A. District Court Case No. 4z39921956 (L13-16)	HPC	City issued citation in regard to poor chimney repair; trial occurred 8/1/17 and 10/3/17 but not completed and continued, date to be determined
Phaneuf v. COA A.A. Circuit Court Case No. C-02-CV-17-000411 (L4-17)	PW	Complaint re: slip/fall on ice; Answer filed; Trial 1/11/18
Thomas v. COA A.A. Circuit Court Case No. C-02-CV-16-002097 Court of Special Appeals Case No. 1855, September 2016	APD	Complaint re: termination alleging violation of LEOBR; Circuit Court affirmed termination; Plaintiff appealed to CSA; Oral arguments on 10/6/17; decision pending
Thomas v. COA, et al. U.S. District Court of Maryland, Case No. 1:16-CV-03823 (L68-16)	APD	Complaint filed alleging racial and disability discrimination; discovery ongoing; City filed Motion for Summary Judgment. Plaintiff filed response. City filed Reply. Court granted partial summary judgment and granted Plaintiff the right to file surreply to balance of Motion for Summary Judgment.
Erie Insurance/Farr v. COA A.A. District Court Case No. D-07-CV-17-005877 (L19-17)	DOT	Complaint for property damage resulting from bus accident; trial occurred 10/17/17; judgment in favor of Plaintiff, City ordered to pay \$4,179.05. CLOSED
Clemens v. City A.A. Circuit Court Case No. C-02-CV-16-000264 (L28-17)	APD	Complaint filed alleging negligence on the part of APD; City filed Motion to Dismiss; Plaintiff filed Amended Complaint. Hearing pending 12/19/17
Parker v. Butler A.A. Circuit Court Case No. C-02-CV17-001727 (L24-17)	APD	Complaint filed alleging false arrest, negligence; City filed Answer

RL BB ACQII-MD RGD, LLC – PJR (“Rocky Gorge”) A.A. Circuit Court Case No. C-02-CV-17-002324 (L33-17)	P&Z	Appeal of a denial by Planning Commission of application for major modification of a planned development; memoranda pending
Lowe v. City A.A. District Court Case No. D-07-CV-17-008143 (L33-17)	DOT	Plaintiff alleges personal injury resulting from a City bus going around a corner
Smith v. City A.A. District Court Case No. D-07-CV-17-012980 (L40-17)	DOT	Plaintiff seeking \$5k for damages relating to a parking citation issued 9/6/15
<b>MCCR / EEOC Cases:</b>		
Spearman v. COA	APD	Claim and Answer filed; fact-finding conference pending; Amended Complaint filed 8/4/17
Henry v. COA	APD	Claim and Answer filed; fact-finding conference pending
<b>Administrative Hearings:</b>		
Pristoop v. COA	APD	Appeal regarding pension issued; hearing scheduled for 11/18/17
<b>Workers' Compensation Appeals to Circuit Court:</b>		
COA v. Krauss	APD	City appealed the WCC permanent partial disability finding on 8/23/17; Pretrial conference scheduled for 4/18/18; discovery ongoing
COA v. Ferracane	APD	City appealed the WCC permanent partial disability finding on 8/23/17; no Scheduling Order issued yet; Defense will contact Assignment Office to inquire re: same
COA v. Donahue	AFD	City appealed the WCC finding allowing a “worsening” of condition on 3/13/17. Discovery has been completed. Mediation occurred 10/16/17 but no settlement reached. Pretrial conference scheduled for 12/14/17.
COA v. Blair	PW	City appealed the WCC finding on 10/5/17, which authorized medical treatment to Claimant and found that Claimant’s need for treatment is causally related to the accidental injury; awaiting scheduling order

<b>Union Grievances:</b>		
(none)		

## Adopted Legislation

### Legislation adopted on 10/9/17

#### **R-26-17 Community Development Block Grant Program - 2017 Amended Citizen Participation Plan -**

For the purpose of adopting an Amended Citizen Participation Plan as it relates to the administration of the Community Planning and Development programs funded by the U.S. Department of Housing and Urban Development.

**R-28-17 Police and Fire Retirement Plan - IRS Amendment** - For the purpose of amending the Annapolis Police and Fire Retirement Plan to comply with an IRS requirement that the Plan include specific language to address the potential for retirees to receive benefits from more than one City retirement plan.

### Legislation adopted on 10/23/17

**O-44-17 Exempt Service - Economic Development Manager** - For the purpose of including the position of Economic Development Manager to the Exempt Service set forth in Chapter 3.08 of the Code of the City of Annapolis; and correcting re-codification omissions to Chapter 3.08.

**O-26-17 Zoning District Boundary Adjustments** - For the purpose of removing the requirement that the Board of Appeals shall not extend the regulations to an extent greater than the lesser of twenty percent of the total area of the tract or five thousand square feet; removing consideration of “unique conditions” from the review criteria and findings requirements; and matters generally relating to applications concerning zoning district boundary adjustments involving a zoning district boundary that divides a tract in single ownership.

**O-34-17 Approvals of Exterior Changes in the Historic District** - For the purpose of clarifying the scope of factors the Historic Preservation Commission may consider in reviewing applications for exterior changes to buildings in the Historic District of Annapolis.

**O-35-17 Revisions to Development Review** - For the purpose of providing a uniform review process for all significant projects and requiring early public input on substantial projects by requiring that a community meeting be held for subdivision applications that contain a new street, Major Site Design Plan Applications and Planned Development Applications; clarifying preliminary application procedures; expanding the notice requirements under Division II of the Zoning Code; revising the procedures for major site design plan applications and planned development applications; and matters generally relating to the review process for all significant and substantial projects.

**O-37-17 Parking Places and Parking Lots** - For the purpose of repealing in its entirety Chapter 12.28 concerning registration of parking places and parking lots; and matters generally relating to parking places and parking lots.

**R-24-17 Parking Places and Parking Lots - Fees** - For the purpose of repealing the annual fee for a certificate of registration for parking lots and parking places; and the annual license fee for conducting a parking lot or parking station incident to another business.

**R-33-17 Parking Places and Parking Lots - Fine** - For the purpose of establishing a fine for a violation of Chapter 12.28 of the Code of the City of Annapolis concerning the operation of parking places and parking lots.

**O-38-17 Allowing Indoor Theaters in the Professional Office Zoning District** - For the purpose of adding a theater use in the P Zoning District.

**O-40-17 Residential Parking Permit Amendments** - For the purpose of requiring a parking sticker in addition to a registered license plate in Parking Districts 1 and 2.

**O-41-17 Market House Tenant Lease Extension** - For the purpose of extending all current tenant leases of the Market House for one-year.

**O-45-17 Garbage and Refuse Collection at Food-Handling Establishments** - For the purpose of requiring that garbage and refuse shall be collected from food-handling establishments no later than 8:00AM.

**O-46-17 Temporary Class C Alcoholic Beverage License - Theaters** - For the purpose of establishing criteria for the issuance of a Temporary Class C Alcoholic Beverage License to Theaters.

**R-31-17 Proposed Amendment to FY 2018 Fees Schedule** - For the purpose of establishing a Temporary Special Class C Alcoholic Beverage License Fee for Theaters.

## City Clerk

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City of Annapolis Municipal Primary & General Elections and all related matters.

## Public Safety Update

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Fire Department

Monthly News/New Projects

The Department responded to 1,009 calls for service this month and a total of 9,861 calls for 2017 with the following breakdown:

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- EMS -736 or 74%
- Fire – 155 or 17%
- Service – 89 or 6%
- Rescue – 20 or 2%
- Hazmat – 09 or 1%

### **Notable Incidents – Highlights**

- 10/5–9/17 Support Services United States Sailboat Show – City Dock
- 10/07/17 - Fire/EMS/HazMat/Explosive Services for Navy Stadium
- 10/11/17 - HazMat Response - Edelmar Drive
- 10/11/17 - CO Emergency with Fatality – Pearson Point Place
- 10/12-15/17 - Support Services United States Powerboat Show – City Dock
- 10/13/17 - Stabbing - 713 Newtowne Drive
- 10/15/17 - CO Emergency with Fatality – South Cherry Grove
- 10 /16/17 – Rescue; Vehicle into a Structure - 220 Admiral Drive
- 10/19/17 - Near Drowning - 1340 Redwood Avenue
- 10/21/17 - Explosive Service assisted Baltimore Police - Baltimore Marathon
- 10/21/17 - Fire/EMS/HazMat/Explosive Services for Navy Stadium
- 10/23/17 - Dwelling Fire - Boucher Avenue

### **Notable EMS Incidents – Monthly Highlights – Accomplishments Highlights**

- EMS Transports: **474**
- Cardiac Arrest Survival Rate: 3 patients with 1 ROSC prior to arrival at ER
- Monthly Heroin/Overdose – 11 OD's, 0 known deaths
- Tactical Medic Units Activations – 2
- Bike Medics – 0
  - SAFE Station Incidents – 5
  - EMS Fees Collected (Fiscal Year)

July	\$173,436.39
August	\$133,490.10
September	\$ 87,040.30
October	\$100,037.81

### **Fire and Explosives Services Unit – Monthly Highlights – Accomplishments**

- K-9 Responses – 9
- Investigations – 1 (Arson)
- Suspicious Package Responses – 12
- EOD Standby – 4
- Recovered Explosives – 1
- Assist Police Incidents – 4
- Bomb Threats – 0



- Internal Investigations – 0
- Fire Safety Inspections – 12
- Code Enforcement Complaints – 2
- Background Investigations – 4
- Investigator Williams – Origin and Cause (Fire Investigation) Training Course
- Lt. Ruth assisted in teaching Advance Explosive Training at the ATF Explosives School
- Applied for an Explosive Detection Canine thru the ATF

## **Other Events/Activities**

- The EMS Division conducted 2 citizen CPR courses.
- Completed 119 new fire safety building inspections and 67 re-inspections (includes inspections conducted by station personnel).
- Attended Meeting with Intermedix (EMS Billing Company) regarding overview of current revenues and items to improve same.
- EMS Captain Grimes is retiring effective December 1, 2017. Newly promoted Captain Edwards will assume EMS Captain's role.
- EMS Captain Edwards attended Annapolis Substance Abuse Prevention (ASAP) Committee meeting.
- Chief Stokes and D/C Simmons attended County Executive Schuh's monthly Public Safety Core Group Meeting.
- Our personnel installed 20 Smoke detector(s) and 3 CO alarm(s) and conducted 16 public education events.
- The Fire Marshal's Staff conducted 18 Fire Permit/Plan Reviews and 16 Building Permit Reviews.
- Training hours completed – 1760
- This month's Fire Prevention Message – "Change your Clock/Change your smoke alarm battery".
- The Department conducted many Pub Ed activities in October as part of National Fire Prevention Week, including the Fire Safety/OEM poster contest sponsored by the OEM and Sparky appearing downtown during the boat shows.
- Firefighter First Class (FF1/c) Kenny White attended Drone training in PA.
- Conducted two week officer training class for newly promoted officers.
- Fire Marshal's staff attended State Fire Marshal sub-committee meeting.
- Started administering annual Flu Shots for Winter 2017 Flu Season.
- Conducting OSHA required Confined Space Training.
- Presented FF1/c Kenny White with the annual Chief Charles H. Steele Public Safety Award at the City Council Meeting.
- The Department completed the Smoke Detector Outreach Program which started in May 2014. Over the past three plus years our personnel knocked on over 10,000 doors and gave away hundreds of smoke alarm and CO monitors. Making all Annapolis residents safer.
- Winter weather preparations underway- preparing equipment and inventorying supplies for winter operations - Checked all snow chains, sand/salt supplies and snow blowers.
- Several members of the Department attended a Safe Stations (Opioid) Mapping and Optimization presentation at the County Health Department.
- No major events to report at the Fall Boat shows.

- Personnel wore pink T-shirts during the month of October in support of Breast Cancer Awareness – The IAFF Local 1926 sold T-Shirts, all funds raised from T-shirt sales will be donated to the AAMC Breast Cancer Center.
- Developed Safe Station check-in form to ensure consistency with Safe Station customers.
- Many retirements and promotions this month due to normal retirements and DROP participants in January 2018. Updated Take Home Car list.
- The Department took a major step in the development of our Critical Incident Stress Management (CISM) Team and placed on contract a Clinical Coordinator (Dr. Maggio) for our program. He will also serve as the Clinical Coordinator for APD's CISM Team. Dr. Maggio is well respected in the CISM arena and will add immediate credibility and support for our teams.

## **Financial Activity Report**

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00).
- For the month of October the Department used 1154 hours of overtime at a cost of \$64,142.70 which represents a usage of 14.92% of our total annual budget available for overtime. Our YTD overtime expenditures are \$160,792.62 or 37.39% of our annual OT budget.
- We currently have two (2) employees on extended disability leave, two (2) on modified duty, and a total of six (6) firefighter vacancies.
- The Department filled our office associate vacancy in October.
- We have also been notified that one of our military reserve SAFER Grant firefighters received orders for a one year deployment starting around December.

## **Major Planned Actions**

- AFD/APD Active Shooter Training – Rescue Team Concept.
- Joint Training with USNA Fire Department.
- Travis Manion Foundation Fall Legacy Event at Walter S. Mills Parole Elementary School.
- RIC (Rapid Intervention Crew) training at the O'Callaghan Hotel on November 13-22.
- Annual MRE/Annapolis Tug of War.
- Fire Boat Training – Weather permitting.
- Meeting with County Fire Department officials regarding City responses into the County.

## **Emergency Management**

### **Incidents and Events**

#### **Tropical Storm Nate**

- OEM sent out one Emergency Management Alerts to inform key officials, employees, and surrounding partners about tropical storm Nate's activity in the Atlantic that had the potential of impacting Annapolis.

#### **October 7<sup>th</sup> – Coastal Flood Advisory**

- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about minor coastal flooding forecast around City Dock and Compromise St.

#### **October 12<sup>th</sup> – Coastal Flood Advisory**

- OEM sent two Emergency Management Alerts to inform key officials, employees, and surrounding partners about coastal flooding forecast around City Dock and Compromise St. OEM also utilized the Prepare Me Annapolis App and OEM social media accounts to spread information regarding this event.

#### **October 23<sup>rd</sup> – Coastal Flood Advisory**

- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about minor coastal flooding forecast around City Dock and Compromise St.

#### **October 24<sup>th</sup> – Severe Flooding Downtown**

- OEM sent two Emergency Management Alerts to inform key officials, employees, and surrounding partners about coastal flooding forecast around City Dock and Compromise St. OEM also utilized the Prepare Me Annapolis App and OEM social media accounts to spread information regarding this event. Several OEM personnel visited City Dock and downtown to monitor the flooding. ABC2 News interviewed OEM staff at City Dock.

#### **October 29<sup>th</sup> - Coastal Flooding and Wind Advisory**

- OEM sent two Emergency Management Alerts to inform key officials, employees, and surrounding partners about coastal flooding forecast around City Dock and Compromise St. This alert also covered the wind advisory that was issued for the evening and the next morning.

## **Planning**

- OEM staff reviewed the Emergency Operation Plan and its Annexes for finalization.
- The Hazard Mitigation Plan Update is now under final review and will soon be submitted to the Maryland Emergency Management Agency and the City Council for approval.
- On October 3<sup>rd</sup>, OEM presented the Substance Use Bed Finder Project to all of the treatment centers in the County.
- On October 3<sup>rd</sup> testified before the Finance for grant approvals.
- On October 6<sup>th</sup>, OEM met with the Anne Arundel Office of Emergency Management to discuss meet new staff members and begin to work together on projects.
- On October 9<sup>th</sup>, OEM participated on a conference call with Anne Arundel County OEM and Anne Arundel County Public Schools to discuss consistent public messaging before, during and after an incident.
- On October 9<sup>th</sup>, OEM representatives met at the Navy-Marine Corps Memorial Stadium with representatives from the Stadium Operations, the National Hockey League, Annapolis Police, Annapolis Fire, and various transportation and parking agencies that will fulfill roles during the Stadium Series hockey game being held on March 3<sup>rd</sup>.
- On October 10<sup>th</sup>, OEM Planners met with their County OEM counterparts to provide updates and collaborate on current plans in progress.
- On October 10<sup>th</sup>, OEM Planners met with representatives from the Department of Planning and Zoning to discuss their roles in the City's Recovery Plan.
- On October 11<sup>th</sup>, OEM staff attended a webinar from the Opioid Operational Command Center (OOC) where the Governor's Office of Crime Control and Prevention provided program updates.
- On October 13<sup>th</sup>, OEM hosted a delegation from Wicomico County to review Annapolis Emergency Operations Center technology and capabilities and to inform Wicomico County's EOC planning efforts.
- On October 16<sup>th</sup>, OEM presented updates on the Substance Use Bed Finder and the Poster Contest at the Public Safety Committee Meeting.

- On October 17<sup>th</sup>, OEM staff attended the Annapolis homeless meeting discussing ways to help Annapolis' homeless community.
- On October 17<sup>th</sup>, OEM staff attended the monthly Annapolis Substance Abuse Prevention meeting.
- On October 17<sup>th</sup>, OEM participated in the conference call of the Urban Area Security Initiative executive committee.
- On October 17<sup>th</sup> testified before the Finance Committee for grant approvals.
- On October 18<sup>th</sup>, OEM hosted and attended the Phase 2 meeting for the Maryland Hurricane Evacuation Study for Chesapeake Bay Western Shore Jurisdictions.
- On October 19<sup>th</sup>, OEM assisted the Management of Information Technology with testing the Election Polling Place Lookup tool.
- On October 23<sup>rd</sup>, OEM staff attended the Baltimore UASI Recovery Committee at the Baltimore Metropolitan Council.
- On October 24<sup>th</sup>, OEM staff joined the Baltimore UASI Emergency Management Committee via conference call.
- On October 24<sup>th</sup>, OEM participated in a neighboring jurisdictions meeting with Behavioral Health System Baltimore to present the Bed Finder Project and discuss our substance abuse efforts in the City.
- On October 25<sup>th</sup>, OEM staff attended a planning meeting for the Annapolis/Eastport Tug of War being held on November 4<sup>th</sup>.
- On October 27<sup>th</sup>, OEM staff met with Anne Arundel County Executive staff to talk about the drone that OEM purchased, and answer any questions regarding steps to building a Drone Program.
- On October 27<sup>th</sup>, OEM provided comments to the forming documents of the Licensed Facility Working Group, which is a joint County and City effort to provide preparedness training, education, and planning advice to local nursing homes and assisted living facilities.
- On October 30<sup>th</sup>, OEM staff attended a Staff Meeting to review current projects and priorities.
- On October 31<sup>st</sup>, OEM staff met with U.S. Naval Academy Emergency Operations Center staff to discuss future planning and coordination efforts.
- On October 31<sup>st</sup>, OEM staff met with Stanton Center personnel to discuss operations at the overnight warming center this winter.

## **Training/Exercise**

- On October 4<sup>th</sup>, OEM held an Evacuation Workshop with the Annapolis Fire Department Senior Leadership.
- On October 5<sup>th</sup>, OEM attended the Baltimore UASI T&E Committee Improvement Planning Conference.
- On October 12<sup>th</sup>, OEM attended the AACO Health and Medical Subcommittee Meeting.
- On October 13<sup>th</sup>, OEM Attended the Region III HPP Regional Conference/Ebola Tabletop Exercise.
- On October 16<sup>th</sup> and 17<sup>th</sup>, an OEM representative took part in a Drone Training for Emergency Management/Public Safety in Pittsburgh, PA.
- On October 18<sup>th</sup>, OEM attended the AACO T&E Meeting.
- On October 19<sup>th</sup>, OEM staff attended the Maryland Command and Communications Rally and participated in their radio exercise.

## **Outreach**

- OEM has increased its total Facebook page “likes” to 2,264.
- OEM has increased its Twitter followers to 1,553.
- A total of 4,185 people have downloaded the Prepare Me Annapolis app, with 757 Android downloads and 3428 Apple downloads.
- On October 11<sup>th</sup>, OEM hosted the 2017 Poster Contest Winners Day. Emergency Management teamed up with the Fire Marshal’s Office to award 15 students at 5 local elementary schools with the titles of “Emergency Manager for a Day” and “Fire Chief for a Day.” In recognition of the students’ superior poster contest entries, the students received meetings with the Fire Chief, Police Chief of Staff, and Emergency Management personnel. They also met with firefighters and saw a drone demonstration. The day concluded with an awards ceremony hosted by Mayor Pantelides in which he provided citations and awards to the students.
- On October 25<sup>th</sup>, OEM staff attended career day at Georgetown Elementary School.
- On October 25<sup>th</sup>, OEM presented preparedness information at the Wiley Bates Public Education Ceremony.
- On October 26<sup>th</sup>, OEM staff met with the leader of the Anne Arundel County Volunteer Center and CERT Team.
- On October 30<sup>th</sup>, OEM attended Newtowne 20’s Trunk or Treat celebration.
- On October 30<sup>th</sup>, OEM provided support at the Keeping History Above Water Conference at the Waterfront Marriott downtown.

## Grants Management

Emergency Management encumbered funds in October for the fiscal year 2015/2016 Urban Area Security Initiative (UASI) on behalf of the Annapolis Bomb Squad and Mobile Command Unit.

Emergency Management also filed quarterly progress reports with the Maryland Emergency Management Agency for the Pre-Disaster Mitigation Grant and the Hazardous Materials Emergency Preparedness Grant.

October 2017	
UASI FY 2015 Bomb Squad	\$1,521.60
UASI FY 2016 Mobile Command Vehicle	\$1,400.00
<b>TOTAL October Grant Expenditures</b>	<b>\$2,921.60</b>

## Police Department

### Personnel:

	Sworn	Full Civilian	Contract Full-Time	Contract Part	Temporary	Exempt	Total	
Current	114	24	7	5	12 (+2)	2	164	
Vacant	7	4	1	0	0 (+2)	3	17	
Total Allocated	119	28	8	5	12	5	181	
Vacancies	Status	Position			Rank	Allocated	Actual	Vacant
7	Sworn	Officers			Chief/ Major	1/1 (2)	1 / 0	-1
1	Full Civilian	Analysis Supervisor			Captain	3	1	-2
3	Full Civilian	Police Dispatcher- PCO1			Lieutenant	6	5	-1
2	Temp	Police Crossing Guards			Sergeant	13	12	-1
1	Cont. Full	Major Crimes Invest			Corporal	13	12	-1
2	Temp	Police Cadets			Off 1st Class	51	49	-2
1	Exempt	1-Major / 2-Captain			Officer	36	34	-2
						124	114	-10

\*\*\*\* The above staffing numbers and vacancies are reflective of the FY18 Budget and position availability.

\*\* Positions eliminated in FY15 budget process: 1- CALEA Manager (contractual), 1- Administrative Enforcement Position (Civil Service), 1- Police record Specialist (Civil Service), 1- Office Associate III (Civil Service)

	B/M	B/F	W/F	W/M	H/M	H/F	AI/M *	Asian/M	Total
<b>Sworn Personnel</b>	28	2	9	65	4	2	1	3	114
	24.56%	1.75%	7.89%	57.02%	3.51%	1.75%	0.88%	2.63%	100.00%
<b>Part-Time Personnel</b>	7	4	2	3	0	0	0	0	16
	43.75%	25.00%	12.50%	18.75%	0.00%	0.00%	0.00%	0.00%	100.00%
<b>Full-Time Personnel</b>	1	8	13	9	2	1	0	0	34
	2.94%	23.53%	38.24%	26.47%	5.88%	2.94%	0.00%	0.00%	100.00%
									164

## Records:

	Monthly	YTD		Monthly	YTD		Monthly	YTD
Juvenile- Arrest	13	160	Reports Recvd	483	4534	Civil Citations	0	13

Adult- Arrest	152	1592	Traffic Citations	332	3123	Expungements	41	332
Total	165	1752	ERO's	38	478	Summons-Recvd	20	152
1st Time Offenders (INCL)	63	689	Warnings	179	2061	Summons-Served	14	128
Warrants Served- (INCL)	114	902	FIR's	45	228	Summons Active	11	85
Total Active Warrants	59	480	Reports to SAO	3	53	Accidents	65	524
Warrants Received	77	679						
Funds Submitted to Finance								
Fingerprint funds	\$1,300.50	\$13,671.75	911 Funds	\$45.00	\$565.00	Report Funds	\$820.00	\$6,290.25
Video Request Funds	\$0.00	\$490.00	Photo funds	\$15.00	\$60.00	Total funds sent	\$2,180.50	\$21,103.75
Other:								
Volunteer hours			Bill	18	186	Diane	14	140
Courts:								
Officer Court Summons			District Court	284	3088	Circuit Court	263	2229
Juvenile Court Summons			Juv Court Sum	14	92	Circuit Court	0	
Officer Court Postponements			District Court	0		Circuit Court	0	
Officer Court Missed			District Court			Circuit Court		
Validations:								
	Monthly	YTD		Monthly	YTD		Monthly	YTD
Stolen Boat	0	1	Stolen Vehicle	5	30	Letters Mailed	3	31
Stolen Part	2	7	Stolen Plate	19	105	Phone Calls Made	18	104
Stolen Gun	15	68	Wanted Person	0	40	TOTAL	21	135
Missing Person	0	2	canceled reports	5	35			
Article	0	1						

### Community Services Section:

<b>C-Safe</b>	<b>Total</b>		<b>Victim Services</b>	<b>Total</b>
Parole & Probation home visits	4		Burglary reports	10
DJS home visits	0		Victim's contacted	10
DJS school visits	0		Residential Survey	1
HEAT meetings	2		Commercial Survey	0
Hispanic Liaison	Total		Neighborhood Safety Training	1
Translator Contacts	10		Community Complaints	8
Victim Contacts	6		McGruff Appearances	0
Total Contacts	18		Watch Your Car	Total
Court Hours	2		Auto Theft reports	9
School Visits	42		Theft from Auto reports	23
Officer Activity	Total		Vehicles Registered	0
Meetings	30		Scooters Registered	0
Total School visits including Hispanic Liaison	21		TFA/ Auto Theft Initiative Letters Sent	31
Calls for Service	13		J.O.I.N.S.	Total
Reports	2		Juveniles currently in JOINS	2
Foot Patrol Hours	42		Unsupervised juveniles	0
Business Checks	119		90 day supervision juveniles	2
Bank Checks	9		Home visits	2
Traffic Stops	1		School visits	3
Traffic Citations	0		Juveniles arrested	12
Traffic Warning	1		Juveniles that didn't qualify	11
FIR	1		Juveniles that qualified	0
Warrant Attempts	0		Teen Court	1
Emergency Evaluation	0		Closed J.O.I.N.S. cases	0
CDS Arrests	0		Explorers	Total
Warrant Arrests	0		Current Explorers	7
On View Arrests	0		Interested Explorers	2
Traffic Arrests	0		Explorer Post Training days	4



Summons	0		Community Events Attended	9
Juvenile Citations	0			
Total Arrests	0		Cadets	Total
			Current Cadets	2
CSS Events and Activities	89		Community Events	15

**Community Service Section attended the following meetings: (30)**

- ASAP Coalition
- Neighborhood Safety Meeting
- Acton Landing Community Meeting
- Eastport Working together session.
- Focus Group- (4) at APD
- Boys and Girls Club with the CEO of the Annapolis greater area
- Meeting with Principal, Eastport Elem about starting DARE
- Homeless Meeting
- Meet w/Lisa Grieco ref Smithville St complaint
- Gang Presentation at Annapolis High School
- Meet w/Eastport Elem teachers ref DARE
- Community Services Unit Meeting (2)
- Meeting at School Board to set up next Parent Meeting
- Board Meeting Community Action- Community Action Agency
- PTA meeting- Eastport Elementary
- Parent Meeting Panel- Board of Education
- Heat Meeting (2)
- Annapolis Substance Abuse Prevention Coalition
- Anne Arundel County Safe Streets Meeting
- HEAT Team Meeting
- Prayer meeting at Pip Moyer
- Recent City Council meeting that numerous community members attended following the recent homicide in the area. The meeting was well attended and represented by both members of the larger Eastport community and residents from the HACA community. The session was designed to look at five categories—jobs, safety, education, community services and social services. The participants were split into five focus groups and identified both issues and potential solutions. A follow up session is scheduled for Tuesday, November 14, 2017.

**Community Service Section participated in the following events/ activities: (89)**

- Character Counts **(13)** (Eastport Elementary, Parole Mills Elementary, Annapolis Elementary)
- Homework Club **(24)**
- DARE program- (Lessons 2 @Eastport Elementary School.)
- Coffee with a cop- Dock St
- Coffee with a cop- West St. Library

- Worked the Optimist club booth at the Boat Show (5 days)
- 150<sup>th</sup> Anniversary Gala- Raised over \$2,400.00 for the Explorers
- Trunk or Treat- Annapolis Middle School
- Trunk or Treat- St. Martin's
- Trunk or Treat- Woodside Gardens
- Xinachtli at Annapolis Middle School (3)
- Xinachtli at Maryland Hall (3)
- Tuesdays-- Joven Noble (22 Boys)                      Annapolis Middle
- Wednesdays-- Joven Noble (12 Boys)                      Annapolis High
- Wednesdays-- Joven Noble (10 Boys)                      MD Hall
- Mondays Joven Noble Prep (Goldie Class)                      Mills Parole
- Tuesdays Joven Noble Prep (10 Boys 3 girls)                      Eastport Elm
- Thursdays-- Joven Noble Prep (12 Boys)                      Mills Parole
- Fridays-- Joven Noble Prep (8 Boys)                      Tyler Heights
- Hispanic Heritage Festival (Centro de Ayuda)
- Know Your Limit
- Community Prayer Circle
- Police Polar Bear Plunge Photo
- Howlin Hustle
- Career Day at Georgetown East Elementary
- Mayoral Candidate Environmental Forum
- Kids club event- Navy Football game- 20 children from the City of Annapolis enjoyed a delicious tailgate and a Navy football game!
- Kids Club Event- Trunk or Treat at St. Martin's- 15 kids.
- Ward 1 Fall festival/ party

#### **JOINS:**

\* Officers reviewed (12) reports for the (12) juveniles arrested during this period. Of these cases, (0) met the JOINS Criteria and (1) will be entered into Teen Court. There are currently (2) youth in the program. (2) juveniles are on 3 month Supervised Probation. (0) juveniles are on unsupervised probation. (0) juveniles completed the JOINS program in (0). A total of (0) home visits were made and (3) school visits.

\* Teen Court is a program designed by AA County Police and conducted at the District Court House in Annapolis.

#### **Explorers POST 199:**

- The Annapolis Police Explorers had (4) meetings in October 2017.
- (7) Explorers in program and (2) interested in applying. **Explorers Meeting**

#### **Annapolis Police Auxiliary Unit Monthly Report**

**Total number of clients fingerprinted: 26**

**Meetings: 0**

**Total Hours: 25** fingerprinting hours

**Auxiliary Officer Work Hours:**

McCann (Aux 1) – 15.50 hrs      Cormier (Aux 11) – 0 hrs  
 Brown (Aux 12) – 7.50 hrs      Watts (Aux 13) – 0 hrs  
 Martin (Aux.14) – 16 hrs

**Events the Aux. Officers attended:**

APD Fingerprinting      Office Paperwork/Stats      Howlin' Hustle 5K – Traffic Control  
 Halloween - Newtowne

**Cadet Program:**

1. Megan Ross #6342 Total Hours worked:      **32.5 hrs**  
 2. Anna Woytko #6343 Total Hours worked:      **106 hrs**

**Events the Cadets attended:**

Board of Education meeting      Coffee with a cop      City Council meeting (2)  
 PTA meeting      Community meeting (2) Gala  
 Homework Club      Trunk or Treat (3)      Traffic  
 Navy Game      Ride along (2)

**Education and Training:**

We have 6 officers who remain on probationary status that are evaluated on a monthly basis.  
 We have 8 officers in three separate Police Academy's  
 There are currently no officers on field training  
 We currently have five (5) training classes scheduled for the month of October 2017.

**Special Events:**

October Meetings And Events 2017				
Date	Event / Meeting	Location	# Officers	Costs
10-01	1 <sup>st</sup> Sunday	1 <sup>st</sup> Blk West St		
10-01	AA Co Bike Ride	City Wide		
10-01	Racial Injustice rally	Lawyers mall		
10-02	Navy Football Meeting	City Hall	Gibbs	
10-02	St Johns Meeting	St Johns	Gibbs	
10-02	Boat Show Set-Up Begins	City Dock		

10-03	ATB Meeting	NAAA Stadium	Gibbs	
10-04	Parking Meeting	City Hall	Gibbs	
10-05	Sailboat Show Begins	City Dock		
10-05	Legacy Athletics Film	Downtown		
10-05	Jet moving meeting	Nimitz Hall	Gibbs	
10-07	Navy vs Air Force Football	NAAA Stadium	29 Officers	\$14,939.66
10-09	NHL Meeting	NAAA Stadium	Gibbs	
10-10	Sailboat Show Ends	City Dock		
10-12	Powershow Begins	City Dock		
10-22	Alzheimers Walk	City Dock		
10-16	Navy Football Meeting	NAAA Stadium	Gibbs	
10-16	Powerboat Show Ends	City Dock		\$68,960.25
10-19	Main St Meeting	City Hall	Gibbs	
10-21	Corgi Walk	Downtown		
10-21	Rev Callie walk	Bywater		
10-21	Navy vs UCF Football	NAAA Stadium	27 Officers	\$12,243.08
10-21	Hernick Wedding	Adams St		
10-22	Alzheimers Walk	City Dock		
10-28	Howlin' Hustle	Downtown		
10-25	Navy March Meeting	City Hall	Gibbs	
10-27	ATB 10K Meeting	Bay Bridge	Gibbs	
<b>Total</b>				<b>\$ 96,341.45</b>

## Building Activity

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- **Allen Apartment Stream Restoration Project (2019 Forest Drive – #GRD16-0022)** Permit issued 3/21/17. Project is progressing. Last progress inspection held 6/23/17.
- **Annapolis Police Department (199 Taylor Avenue – #BLD16-0353)** Permit issued 9/1/16 for changes to indoor firing range. Failed final inspection 8/16/17.

- **Annapolis Shakespeare Theater (1804 West Street – #BLD17-0085)** Permit issued for tenant fit-out on 3/15/17. Final inspection passed 9/19/17.
- **Annapolis Townes at Neal Farm(Dorsey Drive–#GRD16-0001)** Permit issued for grading for new subdivision. Job is progressing.
- **Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. Progress inspection of 11/4/16 passed. Still waiting on U.L. certification of equipment.
- **Annapolis Yacht Club** - Seven demolition permits were issued on Burnside Street, Sixth Street and Severn Avenue for new Annapolis Yacht Club Buildings.
- **Annapolis Yacht Club (#BLD17-0179 - 2 Compromise Street)** Permit issued 6/16/17 for addition and fire damage repairs.
- **Annapolis Yacht Club Sailing Center (510 Severn Avenue – #GRD17-0002)** Grading for new permit issued 8/22/17.
- **Annapolis Yacht Club Family Activity Center (314 Sixth Street #GRD17-0003)** Permit issued 8/22/2017.
- **Anne Arundel County Force Main Project (Bay Ridge Road – #GRD15-0027)** Permit issued 10/14/2016. Project is progressing.
- **Anne Arundel County Force Main Project (Edgewood Road - #GRD15-0002)** Permit issued 10/13/2016. Job is progressing.
- **Arkadia, LLC (1981 Moreland Parkway, #4A - #BLD17-0555)** Permit issued 10/27/17 for tenant fit-out.
- **Bert Jabin's Yacht Yard (7310 Edgewood Road-#BLD16-0780)** Permit issued 4/13/17 to construct new warehouse building. Final inspection passed 10/5/17.
- **Blue Lotus Yoga Studio (119 Hillsmere Drive - #BLD17-0519)** Permit issued 10/27/17 for tenant fit-out.
- **Bywater Park (800 Bywater Road – #GRD15-0053)** Permit issued 8/18/16 for Stream Restoration project. Job is progressing.
- **Chart House Restaurant (300 Second Street #BLD14-0311)** All work complete except for striping ADA parking spaces.
- **Chart House Restaurant (300 Second Street - #BLD14-0312)** Phase II alterations. All work complete except for striping the ADA parking spaces.

- **Chesapeake Auto Body (1799 Margaret Avenue—#BLD16-0502)** Permit issued 11/14/16 for new body shop. Footer inspection passed 11/28/16. Partial slab inspection 3/31/17. Framing inspection passed 6/19/17.
- **Children's National Health System (#BLD17-0206 - 1730 West Street, #100)** Permit issued 5/19/17 for tenant fit-out. Final inspection passed 9/17/17.
- **Chinquapin Round Road Self Storage (1833 George Avenue—#GRD16-0013)** Permit issued 11/1/16 for grading for new commercial building. Job is progressing.
- **Chinquapin Round Road Self Storage (1833 George Avenue—#BLD16-0284)** Permit issued 11/1/16 for new commercial building. Partial insulation inspection passed 9/14/17.
- **935 Spa Road – City of Annapolis Public Works Dept. – #DEM15-0039)** Permit issued 10/10/17 to demolish building.
- **City Hall (160 Duke of Gloucester Street —#BLD13-0621)** Permit issued 5/24/16 to add concrete pad & generator. Inspections are progressing. Slab inspection 6/7/16. Contractor needs to call in a final inspection.
- **City Hall (160 Duke of Gloucester Street – #BLD16-0188)** Permit issued 5/24/16 to replace HVAC and ductwork. Progress inspection 5/26/16. Electrical inspection failed 11/3/16.
- **Corner Bakery Café (2140 Forest Dr #BLD15-0772)** Permit issued 3/23/16 for tenant fit-out. Final inspection failed 8/17/17.
- **El Pan Café (1908 Forest Drive, #1D & 1E #BLD17-0029)** – Permit issued 8/23/17 to expand into neighboring space.
- **Enclave Development (1 – 11 Enclave Ct- Permits #BLD16-0517- #BLD16-0522)** Permits issued 3/1/17 for new six townhouses. Work progressing, insulation inspection passed 5/19/17. Partial final inspection passed 6/30/17.
- **Enclave Development (25–33 Enclave Ct- Permits #BLD16-0736 - #BLD16-022)** Permits issued 3/31/17 for new five townhouses.
- **Harbormaster's Building (City of Annapolis -1 Dock Street - #BLD17-0190)** Permit issued 4/10/17 to repair public restrooms. Framing inspection passed 5/9/17.
- **Hilton Garden Suites 174 West Street – #BLD17-0551)** Permit issued 10/31/17 for select interior alterations.
- **Kenwood Kitchens (1415 Forest Drive - #BLD16-0772 & #GRD16-0026)** Grading & Addition to existing building permits issued 3/31/2017. Construction started with footer inspection 4/5/17
- **Lupita's Restaurant (1313 Forest Drive – #BLD15-0768)** Permit issued 6/13/2016 to expand restaurant. Framing inspection passed 5/15/17.

- **Mary E. Moss Academy (245 Clay Street – #BLD16-0381)** Permit issued 8/31/2016 for minor renovations. Final inspection passed 9/15/17.
- **Maryland Hall for the Creative Arts (801 Chase Street - #GRD15-0058)** Grading for new addition – Permit issued 2/8/17.
- **Maryland Hall for Creative Arts (#BLD17-0118 - 801 Chase Street)**  
Permit issued 6/20/17 for addition/alterations. Footing inspection passed 8/30/17.
- **The Monarch School (2000 Capital Drive - #BLD15-0846)** Permit issued 11/29/16 for tenant fit-out for new school. U&O has been issued.
- **MRE Capital (706 Giddings Avenue, #400 - #BLD17-0386)** Permit issued 10/27/17 for tenant fit-out.
- **Noah Hillman Parking Garage (150 Gorman Street - #BLD17-0515)** Permit issued 10/25/17 for repairs on Level 1 ramp.
- **Pax River Counseling (1819 Bay Ridge Avenue, Suite 190 #BLD17-0364)** Permit issued 8/10/17 for tenant fit-out. Framing inspection passed 9/14/17.
- **Port Annapolis Associates (7074 Bembe Beach Road - #BLD16-0383)** Permit issued 4/11/17 to construct new building for boat maintenance. Slab inspection passed 9/8/17.
- **Primrose Hill Development (1 & 3 Milkshake Lane – #GRD15-0060)** Permit issued 10/27/16 for new Primrose Hill Development. Progress inspection 11/22/16.
- **Primrose Hill (#BLD17-0052 - 52 Primrose Hill Lane)** – Permit issued 6/19/17 for first home in new development. Insulation inspection passed 9/15/17.
- **Rocky Gorge (Aris T. Allen Blvd #GRD14-0006)** Grading permit issued for new development. Progress inspection 12/1/16.
- **Rocky Gorge (Aris T. Allen Blvd #BLD14-0252)** Permit issued 6/25/14 for 1<sup>st</sup> single family dwelling in Rocky Gorge development. No construction to date.
- **Spa Creek Stream Restoration Project (#GRD15-0019)** - Permit issued 5/10/2017
- **Stanton Center (92 W. Washington Street – #BLD15-0527)** Permit issued 8/31/2016 for minor interior work. Progress inspection passed 6/14/17.
- **Starbuck's (122 Main Street #BLD17-0328)** Permit issued 8/7/17 for tenant fit-out.
- **Timothy House & Gardens** – Permits issued 2/14/2017 for grading & renovations to units.
- **400 & 406 Chesapeake Ave (#GRD15-0042)** Permit issued 3/18/16 for grading for new mixed residential and commercial building. Progress inspection done 11/30/16.

- **400 & 406 Chesapeake Ave (#BLD15-0557)** Permit issued 3/18/16 for new building. Partial framing inspection passed 9/27/17.
- **110 Compromise Street (Formerly Fawcett's - #BLD16-0289)** Permit issued 8/30/16 for renovation and addition. Footer inspections passed 8/10/17.
- **706 & 712 Giddings Avenue (#BLD16-0446)** Permit issued 3/2/17 to expand & modernize the building. Partial framing passed 9/27/17.
- **122 Main Street (#GRD15-0035)** Grading for new commercial building – Permit issued 2/12/2016. Progress inspection done 11/24/16.
- **122 Main Street (#BLD15-0395)** Permit issued 2/12/16 for new commercial building. Construction under shell permit complete, waiting on tenant fit out permit.
- **1415 Forest Drive (#BLD16-0772)** Permit issued 3/31/17 to add to 2-story mercantile/office building. Building footing inspection 4/5/17.
- **Various locations throughout the City (#BLD15-0632)** Permit issued 10/9/15 to install 11 bus shelters.
- **Formerly City Rec Center Building (#BLD16-0782-9 St. Mary's St) -** Permit issued 5/5/17 to construct new condos. Wall pour and footing inspections 9/25/17.
- **W&P Nautical (#BLD17-0094 - 311 Third Street)** – Permit issued 6/15/17 for fire damage restoration.
- **St. John's College (#BLD17-0272 - 60 College Avenue)** Permit issued 6/28/17 for alterations to McDowell Hall.

## Planning Activity

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### Comprehensive Planning

- Developing demographic data for modelling future years to 2020, 2025, 2030, 2035, 2040, and 2045. Working with Anne Arundel County and the Baltimore Metropolitan Council to refine census data and employment data with City development and building permit information. The model will be used for the regional traffic model as well as for a local version of the model that is more refined and shows more detail for Annapolis.
- Oct. 17-20: Attended AMPO (Association of Metropolitan Planning Organizations) Conference. Training included information on preparing for autonomous vehicles, improving health outcomes by encouraging modal shifts (more people walking and biking), and traffic modelling techniques and data forecasting.



- Select on-call traffic consultants and begin contract process. Traffic studies are ongoing for 2010 West Street, 285 West Street, and there are also traffic counts being undertaken for the Forest Drive/Eastport Sector Study. Traffic study for Chesapeake Grove has been completed.
- Forest Drive/Eastport Sector Study open house and survey analysis and summary. Next step is a second Open House Public Meeting, scheduled at the Pip Moyer Recreation Center for Dec. 12. Began preparing material for this open house and for Planning Commission work session.
- Oct. 23: Close survey #1 for Forest Drive/Eastport Sector Study. Analyzed survey results and consolidated identified issues with those heard from stakeholder interviews and at the first open house public meeting. Input was from more than 1,000 people. Top issues include making it safer and easier for people to walk and bike to destinations in their neighborhood. Strong desire for more restaurants and local retail in the Forest Drive corridor. Survey analysis to be presented to Planning Commission at work session.
- Wayfinding, Phase 1: Grant report submitted to MHAA for final reimbursement. MHAA funded the first phase of wayfinding (pedestrian signage including kiosks). Two signs are awaiting installation and two banners, that will be placed on the Spa Creek Bridge.
- Wayfinding, Phase 2: Began work on second phase of wayfinding--vehicular signage. We are preparing design documentation and location so a RFP can be posted for fabrication and installation. Design and location follows Wayfinding and Signage Master Plan.
- Oct. 30-Nov. 1: Attended the City's Resiliency Conference (Keeping History Above Water) to gain a better understanding of how to plan for long-term impacts of sea level rise to the City

## **Current Planning**

### **Monthly News/New Projects:**

- Administrative Adjustment (ADJ2017-012) for James Ellerson, for a reduction of the side yard setback from 6 feet to 5 feet, 1 foot or 17%, for construction of a lap pool, located at 21 Eastern Ave.,
- Site Design Plan Review (SDP2017-059) for Gregory Ostrowski, for removal of hazardous Beech tree, located at 405 Monterey Ave.,
- Site Design Plan Review (SDP2017-061) for David Kidwell, for removal of a River Birch tree, located at 6 Severn Ave.,
- Site Design Plan Review (SDP2017-062) for Lawrence Molloy, for removal of invasive species, located at 4 Little Harbor Way,
- Subdivision (SUB2017-007) for James Smith, for plat consolidation of Parcels 1328 & 1329, located at 17 N. Cherry Grove Ave.,
- Variance (VAR2017-015) for Manfredonia Trustee, for a front yard setback variance of 16 ft. from the required setback of 21 ft. to a 5 ft. front setback to construct a covered porch over an existing stone patio, located at 1 St. Mary's St.,
- Port Wardens (PORT2017-026) for Judith Stewart, to install approximately 85 ft. of new wooden bulkhead in front of existing deteriorating wooden bulkhead, located at 24 Chesapeake Landing.,
- Site Design Plan Review (SDP2017-058) for Bowen Community Development Corp., to demolish the existing structure, which is a mix of commercial and residential, and replace it with a multi-family dwelling of 6 one-bedroom units, located at 61 W. Washington St.,
- Administrative Interpretation (ADM2017-011) & Site Design Plan Review (SDP2017-063) for 1972 West Street, LLC interior renovation of dining area and exterior façade to the existing KFC, located at 1978 West St.,

- Site Design Plan Review (SDP2017-060) for Ethel Sadler, to renovate and expand an existing 3-bedroom 1-bath home, to include a new front porch, new kitchen and great room. 2.5 baths, side entry and rear screened porch, located at 118 Chesapeake Ave.,
- Zoning Certificate (ZC2017-044) for James Connelly, for landscaping and patio, located at 507 First St.,
- Zoning Certificate (ZC2017-045) for Robert Pearson, to replace steps and walkway, located at 112 Spa View Ave.,
- Zoning Certificate (ZC2017-046) for Martini II Trustee, for patio replacement in-kind, located at 4 Southgate Ct.

## **Major Planned Actions:**

### **Planning Commission, November 2, 2017:**

#### Work Session:

1. Forest Drive/Eastport Sector Study

### **Board of Appeals, November 8, 2017:**

#### Joint Hearing and Motions:

1. APL2017-004 Appeal by the Concerned Citizens Work Group and their members – William Reichhardt as spokesman and individual capacity as Eastport citizen, from the administrative decision and findings issued by the Director of Planning and Zoning, dated July 14, 2017, related to determining density for the Special Mixed Planned Development application, PD2016-002, “Lofts at Eastport Landing,” 915 Chesapeake Ave.,
2. APL2017-005 Appeal by Ross H. Arnett III, in his capacity as Alderman, Ward 8, by his attorney Geoffrey Mitchell, from the administrative decision and findings issued by the Director of Planning and Zoning, dated July 14, 2017, related to determining density for the Special Mixed Planned Development application, PD2016-002, “Lofts at Eastport Landing,” 915 Chesapeake Ave.,
3. APL2017-006 Appeal by Solstice Partners, LLC; SPRE Eastport, LLC; Owner: Eastport Plaza, LLC, from the administrative decision and findings issued by the Director of Planning and Zoning, dated July 14, 2017, related to determining density for the Special Mixed Planned Development application, PD2016-002, “Lofts at Eastport Landing,” 915 Chesapeake Ave.,

### **Board of Appeals, November 9, 2017:**

#### Special Meeting:

1. Proposed Closed Session to consult with counsel to the Board of Appeals pursuant to the Annotated Code of Maryland, General Provisions Article, Section 3-305(b)(7) in order to obtain legal advice regarding preliminary motions to the Board for pending appeals.

## **Community Development**

### **Community Development Block Grant**

Completed FY 2018 CDBG Application and Guidelines and mailed information to over 60 stakeholders. Also revised the CDBG web page to include the application and guidelines as well as posted a legal ad informing the public about the availability of the application due December 8th.

Uploaded all 16 CDBG projects into the Integrated Disbursement Information System (IDIS). Will fund each project in IDIS in November when HUD uploads our letter of credit.

HUD approved the Consolidated Annual Performance and Evaluation Report (CAPER), which was submitted to HUD on 9/28.

Submitted the HUD/CDBG grant agreement for FY 2018 funds.

Completed 16 PO's for the organization receiving FY 2018 CDBG funds.

Attended monthly Regional Fair Housing group meeting regarding the Fair Housing Assessment required for all CDBG recipients in FY 2019.

Prepared and submitted HUD financial report to Finance.

Completed other program financial disbursements and administrative activities.

### **Clay Street**

Working with representatives from the Masonic Lodge, which is on the National Register. Will help develop a funding strategy for funding interior improvements for the building which the hope to make available for community programs.

### **MPDU Program**

Began drafting policies and procedures for a program to provide closing cost and down payment assistance for first time home buyers with incomes at or below 100% of median income. The program will be financed with MPDU payment in lieu fees in the Homeownership Assistance Trust Fund. The HATF was set up primarily for this purpose.

### **Homeless**

Processed request for payment for final FFY 2016 Emergency Solutions Grant (ESG) funds and 1st payment of FFY 2017 funds.

Attended the monthly Partnership to End Homelessness meeting centered on developing a coordinated assessment process for intake into the emergency shelters. This procedure is required by HUD to receive HUD funding for homeless activities and must be in place by 1/2018. Also attended the APD homeless meeting

## **Misc.**

Attended Road to Recovery Workshop  
Attended HACA Commissioners Meeting  
Attended MUNIS Training

## **Historic Preservation**

Administrative approvals issued - 30  
Total estimated costs of approved applications - \$150,358.64  
Private - \$147,783.64  
Public - \$2,575.00

Public Hearing approvals issued - 3  
Total estimated costs of approved applications - \$65,438.00  
Private - \$65,438.00  
Public - \$0

## **Economic Development**

- Provided 42 start-up, retention and growth support services for businesses and nonprofits to: connect them with potential loans/investors; determine Historic and Arts District Tax Credits; provide no-cost consultation; locate space; conduct market research; resolve permitting and signage issues; stage ribbon-cuttings; and develop workforce
- Updated the City's New and Expanding Businesses List and sent out (20) new-business and 2-year-anniversary letters
- Promoted the joint City-County Hispanic Business Classes and the participation of local businesses in the Annapolis Renewable Energy Project
- Attended the City's Resiliency Conference (Keeping History Above Water) to gain a better understanding mitigating potential economic impacts of sea level rise to the City
- Attended the Maryland Economic Development Association's fall conference to gain a better understanding of how City businesses can access Maryland federal lab and military installation technology transfer opportunities
- Reviewed SBE Liaison job description and (17) applications, selected final interviewees, prepared interview questions and conducted (4) in-person interviews
- Participated in 36 meetings and events with city departments and business support organizations to align economic development, events and/or marketing strategies:
  - Business Leaders Meeting (led monthly meeting, including creating an agenda and a summary newsletter follow-up with pdfs of handouts)
  - Office of Emergency Management (participated in Community Impacts and Planning Recovery Support Functions meeting)
  - Downtown Annapolis Partnership/Inner West Street Associations (participated in Board and ad hoc support meetings)
  - AAEDC (attended weekly staff meetings; obtained ongoing support and resources for City businesses; prepared and presented a PowerPoint regarding the City/County ED Partnership at the AAEDC Board Retreat)

- U.S. SBA (met for an update on SBA loans)
- SCORE (prepared and presented City Economic Overview PowerPoint and discussed ways for SCORE to better support City businesses)
- Planning & Zoning (attended monthly staff meeting and other ad hoc meetings)
- SP+ (attended weekly meeting to discuss business concerns)
- Finance Department (prepared support information for response to the Fitch bond rating agency update-request)
- Historic Preservation (reviewed the economic impact section of the City's Resiliency/Cultural Assessment Plan and provided feedback)
- Began planning for (including reviewing/editing reports, conference calls, meetings, etc.) the upcoming Cultural Assessment Study (part of the City's Resiliency Planning efforts), which will provide economic impact information to help shape economic development initiatives in relation to resiliency efforts

## Recreation and Boating

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### Recreation

- Six Before and After Child Care Sites continue until the last day of school.
- Had two "Kids Day In" at the "Pip" Moyer Recreation Center - 10/19 & 10/20 when school was closed for students. 31 children participated.
- Staff is in the process of hiring a new Latchkey Aide.
- Dance classes continue until December.
- A Softball Tournament was held on 10/22.
- WAKA Fall Kickball League began this month.
- Finished WAKA Fall Flag Football League.
- Began Youth Basketball Skills Classes (2)
- Began Youth Karate Classes (2)
- Concluded Tennis Classes (3)
- Began Youth Volleyball Classes (2)
- Permitted Youth Organizations Concluded league play:
  - Field Hockey
  - Track
  - Lacrosse
  - Rugby
  - Baseball
- Sports Program Revenue = \$11,089.50
- Sports Rental Revenue = \$6,584.50
- Fitness Class participants: 1,648
- Personal Training Hours: 64
- Ms. Jennings spoke to a Health Class at AACC
- Re-worked fitness class schedule for November
- Mighty Milers Running Program under way in the Elementary Schools

- Personal Training Room was moved
- 655 People came into Stanton Center in October.
- ZSYBL Registration Began October 2, 2017 & Ends on November 29, 2017. The Ages 10 -12 Division first games will be held on December 6, 2017. The Ages 13 -15 Division first games will be held on December 7, 2017.
- Staff attended a meeting with OEM for the Winter Relief Program at the Stanton Center.

## **Parks**

- PMRC sold 5 more memberships in October than in September.
- We had 1,495 members use the PMRC facility in September and 1,533 members use the facility in October. PMRC made \$14,168.00 in Rental Revenue in October, \$7,373.25 more than September.
- Staff continued effort to reach out to churches and community groups for volunteer services for the Recreation Room.
- The Recreation room area has been cleared out and the set-up has begun. Another meeting at Annapolis Middle is scheduled for Thursday, November 9<sup>th</sup> to distribute informational flyer/waiver to go home to parents for student participation
- MIT came over to do walk thru to see about installing cable for TV's. They shared that the imaging for Laptops was completed and ready for the recreation room.
- Continue working on Configuration of New Recreation Software system.
- Front Desk is still working on inputting membership data into new system.
- Sign ups for Breakfast with Santa started November 1st. The date of the event is December 16th. This years Sponsors are Koons Toyota of Annapolis and Whole Foods.
- PMRC Ballocity room was thoroughly cleaned.

## **Boating**

- The Annapolis Boat Show took over the Annapolis Harbor and surrounding areas from October 1st until October 17th. Both the Sailboat Show and the Motorboat Show were hugely successful.
- Harbormaster staff participated in a Trunk or Treat with AFD and APD in Woodside Gardens neighborhood. The children got to climb into the new patrol boat, play a ring toss game with a ring buoy. There was plenty of candy.

## **Transportation**

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### **Monthly News**

#### **Federal and State Compliance**

To comply with federal and state requirements, the following reports were completed:

- Federal Transit Administration - FY 2017 National Transit Database reporting covers areas such as transit asset management, safety, operating data including unlinked passengers trips, vehicle revenue miles and hours, revenues and expenditures.
- MTA – FY 2018 Quarter 1 report on transit operations, revenues, expenditures, safety and asset management
- Unified Planning Work Program – FY 2018 Quarter 1 report that documents our participation in the Baltimore metropolitan regional transportation planning activities.

## Miscellaneous

- Conducted safety / operations meeting. KFH group, the consultant for the ongoing Annapolis Transit Development Plan (TDP) participated in this meeting to solicit driver inputs for the TDP.
- Vacant Positions: Bus Driver I, two (2) Maintenance Technician positions and a part-time dispatcher.
- Meetings staff participated in include:
  - Arundel Lodge site visit - request to re-route the Yellow
  - Ward 3 follow-up meeting
  - National Hockey League event planning meeting
  - Anne Arundel County Bicycle Advisory Commission meeting
  - MD bicycle & pedestrian conference
  - Participated in Georgetown Elementary school's career day
  - Met with developer to discuss bus shelter relocation on Admiral Cochrane Drive

## Activity Report

### Transit Operations

Table 1. October 2017 Unlinked Passenger Trips

Route	October 2017	October 2016	% Change
Red	5,817	4,710	23.50%
Yellow	2,220	2,629	-15.56%
Green	8,902	6,808	30.76%
Orange	1,583	1,522	4.01%
Gold	2,901	2,394	21.18%
Brown	7,223	6,349	13.77%
Purple	2,512	2,865	-12.32%
Circulator	5,545	4,645	19.38%
State Shuttle	4,644	2,908	59.70%
Paratransit	318	301	5.65%
<b>Total</b>	<b>41,665</b>	<b>35,131</b>	<b>18.60%</b>

Table 2. October 2017 Farebox Revenue

Route	October 2017	October 2016	% Change
Red	\$7,448	\$7,688	-3.12%
Yellow	\$1,021	\$1,512	-32.47%
Green	\$10,465	\$10,821	-3.29%
Orange	\$2,014	\$2,444	-17.58%
Gold	\$2,963	\$3,048	-2.79%
Brown	\$9,432	\$10,197	-7.50%
Purple	\$2,745	\$2,961	-7.30%
Circulator	\$0	\$4,241	-100.00%
State Shuttle**	\$485	\$1,377	-64.79%
Paratransit	\$862	\$748	15.24%
<b>Total</b>	<b>\$37,434</b>	<b>\$45,037</b>	<b>-16.88%</b>

^^ Free since July 1, 2017    \*\*Excludes fares from State employees

### Service Hours and Service Miles

Total Service Hours in October 2017: 14,512 hours

Total Service Miles in October 2017: 49,252 miles

### On-Time Performance (OTP):

ADA Paratransit Service: OTP for paratransit service was 100%. There were 269 complementary paratransit trips, and 15 cancellations and one (1) no-show.

Fixed routes OTP was 89% based on 35 observations.

### Preventive Maintenance:

- Fifteen (15) scheduled preventive maintenance services were completed on time.
- There were nine (9) documented road calls.

### Parking

Table 3. Parking Garages – Vehicles Parked and Revenue-October 2017

Garage/Lot	Vehicles Parked	Revenue
Gotts	25,476	\$168,240
Hillman	22,118	\$222,660
Knighton	5,128	\$36,450
Park Place**	13,872	\$118,356
South Street Lot	1,620	\$16,615
Larkin Street Lot	166	\$12,210
<b>Total</b>	<b>68,380</b>	<b>\$574,531</b>



Table 4. On-Street Parking-October 2017

Citations	1,214
Citation Revenue	\$35,070
Meter Transactions	70,486
Meter Revenue	\$137,449

### **Overtime and Leave (sick, vacation personal) Hours**

Sick, vacation and personal leave are the main causes of overtime, particularly in transit operations. There was no overtime in Administration. Below are the overtime and leave hours by division for the period October 5, 2017 through November 1, 2017. The leave hours for transit vehicle operations include three full-time bus operators who are on family and medical leave. Currently, there are two (2) vacant positions in maintenance and one vacant position in transit operations (full-time bus operator).

Table 5 Summary of Overtime and Leave Hours – 10/05/2017 – 11/01/2017

Division	Overtime	Leave (sick, vacation and personal, etc.)
Parking Enforcement Officers & Parking Meter Technicians	0 hours	30 hours
Transit Vehicle Operations – Bus Operators only	294.75hours	471.5 hours
Transit Supervision	61.5 hours	56 hours
Vehicle Maintenance	10 hours	56 hours

### **African American Liaison**

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- Continued to walk the neighborhoods and speak to residents about their concerns and needs.
- Received information from residents regarding drug activity homes and relayed information to police.
- Continued to advocate for clients at the Anne Arundel County Drug Court.
- Sent three men and two women to long-term treatment programs.
- Continued to send men and women to detox and short-term treatment programs.
- Continued to transition folks from treatment into recovery houses and sober living programs.
- Provided food/clothing/furniture for community residents in need.
- Continued to develop the “Women of Grace” project in the Eastport and Harbour House communities’ meeting at the Rosalie E. Mitchell Community Center.

- Held a meeting at Carrolls Creek Cafe Nov 7<sup>th</sup> with a community activist in regard to programs for our Annapolis youth.
- Turned in ammunition from off the streets to the Annapolis City Police Station.
- Attended a meeting with Deputy Fire Chief Kevin Simmons and his Assistant, Nicole, on October 31, 2017 for Winter Relief program that is open in the fall/winter months at the Stanton Community Center.
- Will request a meeting with the Chief of Police.



